



# COLLEGE OF BIOMEDICAL EQUIPMENT TECHNOLOGY

11550 IH-10 West, Suite 190  
San Antonio, TX 78230  
(866) 866-9027 Toll-Free  
(210) 233-1102 Office  
[www.cbet.edu](http://www.cbet.edu)

## 2018-2019 Catalog Volume XIV

DATE OF PUBLICATION: June 11, 2019



## Table of Contents

MISSION STATEMENT .....	4
ACCREDITATION/LICENSURE.....	4
ADMINISTRATIVE TEAM .....	5
FACULTY .....	5
ADVISORY BOARD .....	5
HOURS OF OPERATION.....	5
HOLIDAYS .....	6
ADMISSIONS AND ENROLLMENT .....	7
ADMISSIONS REQUIREMENTS.....	7
LICENSING AND CERTIFICATION .....	7
ADMISSIONS PROCESS.....	9
CREDIT FOR PREVIOUS EDUCATION & TRAINING .....	10
TRANSFERRING CREDITS TO OTHER COLLEGES .....	11
TUITION AND FEES.....	12
FINANCIAL AID .....	13
STUDENT LOAN OPTIONS.....	13
CANCELLATION AND REFUND POLICY .....	14
MILITARY & VETERAN BENEFITS .....	17
COLLEGE POLICIES .....	19
STUDENT RESPONSIBILITIES.....	19
CODE OF CONDUCT POLICY .....	19
CAMPUS SAFETY .....	20
DRUG AND ALCOHOL-FREE POLICY .....	20
CAREER SERVICES & PLACEMENT ASSISTANCE.....	20
STUDENT RECORDS.....	21
NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS.....	21
DISMISSAL .....	23
NON-DISCRIMINATION .....	23
GRIEVANCE PROCEDURES .....	23
ACCET COMPLAINT PROCEDURE .....	24
STUDENT SERVICES.....	25
ACADEMIC ADVISEMENT.....	25
ORIENTATION.....	25
CAREER SERVICES ASSISTANCE .....	25
ACADEMIC POLICIES .....	26
INSTRUCTIONAL METHODS AND ACTIVITIES .....	26
ATTENDANCE POLICY .....	27
TARDINESS AND EARLY DEPARTURES.....	28



## College of Biomedical Equipment Technology Building the Future Healthcare Technology Workforce

MAKE-UP WORK .....	28
LEAVES OF ABSENCE.....	28
PROGRAM/COURSE EVALUATION .....	28
ACADEMIC INTEGRITY .....	28
COURSE SCHEDULE.....	29
EXTERNSHIP POLICIES.....	29
EVALUATION AND GRADING.....	30
GRADING SYSTEM.....	30
SEMESTER CREDIT HOUR POLICY.....	32
SATISFACTORY ACADEMIC PROGRESS.....	32
REQUIREMENTS FOR GRADUATION .....	33
PROGRAMS OF STUDY .....	35
BIOMEDICAL EQUIPMENT TECHNICIAN CERTIFICATE PROGRAM.....	35
ASSOCIATE OF APPLIED SCIENCE DEGREE IN BMET .....	38
COURSE DESCRIPTIONS .....	40
SEMINARS.....	48



## COLLEGE OF BIOMEDICAL EQUIPMENT TECHNOLOGY

### MISSION STATEMENT

The College of Biomedical Equipment Technology's (CBET) mission is to provide Healthcare Technology Management (HTM) education, training, and career services consistent with the evolving needs of employers in the healthcare industry.

### ABOUT US

CBET provides Biomedical Equipment Technician (BMET) training at the certificate and associates degree levels. Theoretical instruction is offered via online interactive distance learning. Students enrolled in the Associate of Applied Science Degree in Biomedical Equipment Technology (AAS-BMET) program also participate in an onsite externship. Our training system provides interactive instruction through our Canvas Learning Management System and includes online meetings via Zoom® Video Conferencing and onsite applied learning during the AAS-BMET externship.

CBET also provides test preparation courses in CompTIA A+ and CompTIA Network+, which complement the AAS-BMET and BMET certificate programs.

### ACCREDITATION/LICENSURE

College of Biomedical Equipment Technology is Accredited by the Accrediting Council for Continuing Education & Training (ACCET). CBET and its programs are also Approved and Regulated by the Texas Higher Education Coordinating Board (THECB), and Texas Workforce Commission (TWC), Career Colleges and Colleges. Our TWC assigned school number is 3817.

### HISTORY

College of Biomedical Equipment Technology (CBET), formerly known as Career Institute of Technology was founded in 2010 with the primary purpose of serving students, industry, and the community. CBET is owned by Round Rock Education Leaders LLC.

### DESCRIPTION OF THE FACILITY AND EQUIPMENT

CBET's main campus and corporate office houses the executive management team and support staff. The office has one academic classroom that can accommodate up to 30 students. The facility includes offices for the administrative staff and instructors, a conference room, and a student lounge. Ample parking is available for students at no charge at the main campus.

### GOVERNING BOARD

Mr. Bill Bassuk, M.B.A, CEO

Mr. Richard L. "Monty" Gonzales, MA, School Director

Mr. Scott McKnight, M.S.M, Director of Education



## College of Biomedical Equipment Technology

Building the Future Healthcare Technology Workforce

### ADMINISTRATIVE TEAM

Mr. Matt Bassuk, M.B.A, Chief Technology Officer (CTO)

Mr. Lisa Gonzales, AAS, Human Resources

Mr. James Gomez, MA, College Representative

### FACULTY

Mr. Bill Bassuk, M.B.A, HTM Instructor

[bbassuk@cbet.edu](mailto:bbassuk@cbet.edu)

Mr. Richard L. "Monty" Gonzales, MA, History Instructor

[rgonzales@cbet.edu](mailto:rgonzales@cbet.edu)

Mr. Scott McKnight, M.S.M, Management and Org Behavior Instructor

[smcknight@cbet.edu](mailto:smcknight@cbet.edu)

Mr. Mike Uresti, BS, HTM & BMET Instructor

[muresti@cbet.edu](mailto:muresti@cbet.edu)

Mr. John Schmidt, AAS, Networking & IT Instructor

[jschmidt@cbet.edu](mailto:jschmidt@cbet.edu)

Ms. Frauke Steinmeier M.Ed., English Instructor

[fsteinmeier@cbet.edu](mailto:fsteinmeier@cbet.edu)

Mr. Brent Isham, BS, Math and Electronic Instructor

[bisham@cbet.edu](mailto:bisham@cbet.edu)

Ms. Guadalupe McKnight, MS, A&P and Medical Terminology

[gmcknight@cbet.edu](mailto:gmcknight@cbet.edu)

### ADVISORY BOARD

Mr. Larry Nguyen, CEO, Summit Imagery

Brent Irwin, HTM and Cyber Security Expert

Courtney Nanny, National Compliance Manager, CHI National

### INSTITUTIONAL MEMBERSHIPS AND AFFILIATIONS

Library Information Resources Network

Association for the Advancement of Medical Instrumentation (AAMI)

North Texas Biomedical Association (NTBA),

Medical Equipment & Technology Association (META)

Saint Phillips College

Career Schools & Colleges of Texas (CSCT)

Travis William County Workforce Board

Round Rock Chamber of Commerce

Texas Workforce Commission (TWC)

Texas Higher Education Coordinating Board (THECB)

### HOURS OF OPERATION (by appointment)

Monday – Friday 9:00 am – 5:00 pm



## EMERGENCY CLOSINGS

In the event severe weather conditions, such as hurricanes, ice storms, or other acts of nature create hazardous conditions and extended power outages, administrators may find it necessary to close the College. In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or College holidays, an emergency number will be posted on the outside door.

## HOLIDAYS

Martin Luther King Day

President's Day

Spring Break –3rd Week in March, closed all week

Good Friday

Memorial Day

Independence Day

Veterans Day

Labor Day

Thanksgiving – Thanksgiving Day and the day after

Christmas Break- Christmas Eve through New Year's Day

## CLASS START DATES

Suggested training schedules are posted on the website for the current year. New session schedules may become available depending on enrollment requests. **Note:** Course availability varies. Courses require four (4) or more students to start.

Corporate clients seeking customized corporate training schedules should contact the School Director. Note training schedules posted on the website may change based on enrollment requirements.



## ADMISSIONS AND ENROLLMENT

### ADMISSIONS REQUIREMENTS

#### Admission Requirements for the Biomedical Equipment Technician Certificate Program:

1. Be at least 18 years of age.
2. Provide a High College diploma or GED.
3. Complete an interview with a College representative.
4. Complete the Enrollment Application and pay the \$100.00 application fee.
5. Provide a Photo ID (driver's license, military ID, or government issued ID)
6. Complete the Enrollment Agreement.
7. Obtain a passing score of 17 on the Wonderlic Exam, a national standardized exam recognized by the U.S. Department of Education, unless a record of successful postsecondary education exists. \*

#### Admission Requirements for the Associate of Applied Science Degree in Biomedical Equipment Technology (AAS-BMET) Degree Program:

1. Be at least 18 years of age.
2. Provide a High College diploma or GED.
3. Complete an interview with a College representative.
4. Complete the Enrollment Application and pay the \$100.00 application fee.
5. Provide a Photo ID (driver's license, military ID, or government issued ID)
6. Complete the Enrollment Agreement.
7. Obtain a passing score of 17 on the Wonderlic Exam, a national standardized exam recognized by the U.S. Department of Education, unless a record of successful postsecondary education exists. \*

#### Admission Requirements for CompTIA A+ or CompTIA Network+ Seminars:

1. Be at least 18 years of age. Parental permission is required if under age 18.
2. Provide a Photo ID (driver's license, military ID, or government issued ID)
3. Complete the Enrollment Agreement.

### ENTRANCE EXAM REQUIREMENTS FOR THE AAS-BMET DEGREE PROGRAM

\*All applicants to the Associate of Applied Science Degree in Biomedical Equipment Technology program must obtain a passing score of 17 on the Wonderlic Exam, a national standardized exam recognized by the U.S. Department of Education. If an applicant does not pass the entrance examination, they may schedule a retake the next day. If the applicant does not pass the second time, they must wait one calendar year before reapplying.

### LICENSING AND CERTIFICATION

Students and graduates may be eligible to sit for various exams and certifications following completion of their program of study. Program completion does not guarantee eligibility or a passing score on any certification, licensure, or registration examination, nor does it guarantee employment. The College does not promise, guarantee, or imply that graduation from its programs



## College of Biomedical Equipment Technology

Building the Future Healthcare Technology Workforce

will satisfy specific association or industry registration requirements and guarantee students will pass any outside examinations. The College provides credentialing necessary to satisfy the employer education requirements of seasoned BMET and HTM professionals and prepares inexperienced graduates to obtain entry-level employment in the biomedical equipment and healthcare technology management fields.

To become certified, biomedical equipment technicians must accrue work experience and pass a 150-question exam. It is important to note that new graduates are not eligible to sit for the certification exams without first accruing work experience.

The following private associations offer industry certifications to graduates of Biomedical Equipment Technician Certificate programs and the AAS-BMET programs:

- Association of Advanced Medical Instrumentation (AAMI)\*
  - Certified Biomedical Equipment Technician (CBET)
  - Certified Radiology Equipment Specialist (CRES)
  - Certified Healthcare Technology Manager (CHTM)

### \* AAMI REGARDING CERTIFICATION ELIGIBILITY

Candidate Eligibility - Full Certification Certified Biomedical Equipment Technician Applicants must meet ONE of the following minimum eligibility requirements as of the application deadline:

1. Associate degree in biomedical equipment technology program and two years' full-time BMET work experience; OR
2. Completion of a U.S. military biomedical equipment technology program and two years' full-time BMET work experience; OR
3. Associate degree in electronics technology and three years' full-time BMET work experience; OR
4. Four years' full-time BMET work experience.

Candidate Status - Applicants desiring full certification, but do not yet meet the eligibility requirements (as listed above), may apply through candidate status. Successful candidates are given five years to meet the minimum eligibility requirements and be awarded full certification. To test as a candidate for any of the certifications, an applicant must meet ONE of the following minimum eligibility requirements as of the application deadline:

1. Associate degree in biomedical equipment technology program; OR
2. Completion of a U.S. military biomedical equipment technology program; OR
3. Associate degree in electronics technology and one-year full-time BMET work experience; or
4. Two years of full-time BMET work experience.

### SEMINARS

CBET also offers CompTIA A+ and Network+ certification test preparation seminars. Upon successful completion of these seminars, students may sit for the CompTIA Certification Exams.



## ADMISSIONS PROCESS

- Step 1 – Download and complete the Student Enrollment Application and e-mail the digitally signed form to an admissions representative at admissiondept@cittx.edu.
  - Pay the Enrollment Application Fee
  - Review the Catalog and Sign Policy Acknowledgement Form CSC-005
  - Review and sign Record of Previous Education and Training CSC-010
- Step 2 – Request access to complete the pre-admission entrance questionnaire and examinations. An admissions representative will establish an account, and you will receive a link to participate in the admission exam as required by the admissions officer.
- Step 3 – Provide the following documents:
  - High school diploma, GED, or college transcripts
  - Record of Previous Education and Training (if applicable)
  - Receipt of Enrollment Policy for the Certificate program OR Receipt of Enrollment Policy for the Associate Degree (not required for seminar courses)
  - Copy of a Photo ID (driver's license, military ID, or government issued ID)
- Step 4 – Participate in pre-enrollment counseling to discuss academic and professional goals. A College representative will interview each applicant prior to enrollment via phone, video conferencing, or in person. During this interview, a CBET representative will explain the policies and procedures of the College, all aspects of the training program(s), and answer questions about the program(s). Following the interview, the applicant will be notified if their application was approved. Approved applicants will be given the authorization to complete the Enrollment Agreement and to discuss financial arrangements with Financial Assistance personnel.
- Step 5 – Complete the Wonderlic Assessment (if applicable)
- Step 6 – Sign and submit the Enrollment Agreement, pay, and submit TFC installment contract, if applicable.

Students that encounter technical difficulties or require additional support may contact an admissions representative by phone at either 210.233.1102 or toll-free at 866.866.9027.

## BACKGROUND CHECKS AND DRUG TESTING

Employers may require a criminal background check and a drug test before a student can be placed into an externship, employment, or before taking professional certification examinations. Students may be denied certification or registration based on criminal history or drug use, even if the examination is taken and successfully completed. Completion of the College's programs and externship is not guaranteed for students with criminal backgrounds or failed drug tests. Employers may also deny employment to a graduate with a criminal history before, during, or after enrollment at the College.



## **ADMISSIONS PROCEDURES FOR STUDENTS WITH DISABILITIES OR SPECIAL NEEDS**

In accordance with the Americans with Disabilities Act (ADA), the College has made appropriate accommodations such as designated parking facilities, ramped entrances, and accessible water fountains and restrooms. Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504), the College provides equal opportunity for qualified persons with disabilities. As appropriate, the College will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities, and services. A reasonable accommodation is defined as an adjustment that allows a student with a disability to participate fully in the College educational experience.

It is the responsibility of the student to inform the College of any disability or special needs that might affect the student's academic progress and require a reasonable accommodation. All requests for accommodation must be made in writing to the Director of Education. Approval and preparation of accommodations may delay entry into the program.

## **CREDIT FOR PREVIOUS EDUCATION & TRAINING**

CBET may grant credit for completion of certain courses taken at other postsecondary institutions accredited by an agency recognized by either the US Department of Education or the Council for Higher Education Accreditation. To qualify, applicants must complete the Application for Credit for Previous Education (CPE) and provide an official transcript. The maximum number of course/credit hours that can be accepted can be no more than 50% of the program credit hours. The tuition would be calculated based on the percentage of the credit hours granted; for example, if 30% of credit accepted, the tuition would be 70% of the program tuition.

Transfer Credit may also be given for military courses, the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Testing (DSST) and programs recognized by the American Council on Education's (ACE) Center for Adult Learning and Education Credentials programs. These are noted in the following ACE publications: The National Guide to Educational Credit for Training Programs and The Guide to the Evaluation of Education Experiences in the Armed Services.

Academic credit that is awarded through one of these methods is not calculated in the student's cumulative grade point average (CGPA) but is factored into the determination of the maximum time in which a program must be completed as published in the section entitled Satisfactory Academic Progress. Any such courses which are accepted for transfer will be included in the credits attempted and the credits earned. Transfer credits are not included when calculating the CGPA.

Criteria for acceptance for transfer of credit are as follows:

- The courses for transfer are similar in objectives and content to those offered by CBET.
- The courses for transfer can be applied to graduation requirements.
- The letter grade (or equivalent) in the course for transfer is a "C" or better (provided the "C" grade is defined as average or better).



- Core skill or technical courses may be accepted if those credits have been taken within the last than 5 years before enrollment.
- General Education courses may be accepted if those credits were earned no more than 10 years before enrollment.
- Credits transferred from institutions operating on quarters of ten (10) to twelve (12) weeks will be accepted as direct equivalent credits. Semester credits are multiplied by one and one-half to convert them into quarter credits. Fractional portions of credits are rounded on a course-to-course basis.

The decision of the School Director is final on questions of transfer credits. No official evaluation of transfer of credit is made until the student has been accepted by CBET, and an official transcript from the institution awarding the credits is approved by the School Director.

College transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. ([www.naces.org](http://www.naces.org)), or Association of International Credential Evaluators (AICE). Students will be notified via email regarding transfer credit decisions.

#### **CPE AND TRANSFER OF CREDIT DOCUMENT SUBMISSION**

Official transcripts must be sent to College of Biomedical Equipment Technology, School Director, 11550 IH-10 West, Suite 190, San Antonio, Texas 78230. Any supporting documentation for CPE or Transfer Credit may be sent via email to the attention of the School Director at [admissions@cbet.edu](mailto:admissions@cbet.edu).

Requests for CPE and Transfer of Credit will be processed within ten (10) business days following receipt. All requests must be submitted within two (2) weeks of program commencement.

#### **TRANSFER OF CREDIT APPEALS**

To appeal a transfer of credit decision, the student can request a meeting with the School Director or the Director of Education within five (5) business days following receipt of the CPE email. Students are encouraged to provide additional supporting documentation such as the catalog, course syllabi, or course outlines during the meeting. CBET does not charge any fee for evaluating or accepting CPE or transfer credit.

#### **TRANSFERRING CREDITS TO OTHER COLLEGES**

The transferability of credits is the sole decision of the receiving school, college, or university to which the student intends to transfer. CBET makes no representation that our credits are transferable to other institutions. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CBET to determine if your certificate and courses will transfer. CBET has not entered into an articulation or transfer agreement with any other college or university.



## TUITION AND FEES

### FEE SCHEDULE

Training Program	Tuition	Application Fee	Books/Supplies	Total
Biomedical Equipment Technician Online	\$5,500	\$100	Included in tuition	\$5,600
Associate of Applied Science Degree in Biomedical Equipment Technology	\$22,500	\$100	Included in tuition	\$22,600
Seminars	\$750	\$0	Included in tuition	\$750

### OTHER FEES AND PAYMENT INFORMATION

**Returned Transaction Fees:** Checks returned for non-sufficient funds may be assessed a \$15 fee.

**Late Payments:** A \$5 fee is assessed for every 5 business days a payment is late. If any payment is more than 10 days late, you may be charged 5% of that installment or \$5 whichever is less.

Students that are delinquent or not paid in full are subject to withdrawal and will not receive their certificate/degree or transcript until all financial obligations are met. CBET also reserves the right to deny access to classes, final exams, and other educational services at the College; terminate or suspend enrollment; deny or cancel registration for additional classes; not issue grades; withhold transcripts, degrees, diplomas, or course completion certificates for failure to remit tuition payments.

**Collections:** In the event, a student's account becomes thirty (30) days past due, it may be turned over to a third-party collection agency or referred for legal action. If an account is turned over for collections, the student debtor will be responsible for all collection costs and legal fees associated with the collection of the debt. By accepting enrollment with CBET and by providing a phone number(s), students agree that CBET has the students' consent to provide the phone number(s) to third-party debt collectors in the event of delinquency on a student's account. Students acknowledge that phone numbers provided to CBET will be used by third party debt collectors to contact students who become delinquent on their accounts, for discussing the delinquency and attempting to collect on the debt. If a student does not wish for CBET to provide his/her phone number to third-party debt collectors, the student should indicate that he/she does not consent to his/her number being provided by advising the School Director, in writing, that they do not consent to their number(s) being provided for purposes of debt collection.



### **Payment of Charges:**

Tuition and fees are billed on a term basis. A term is defined as 6 weeks. Students with payment plans are expected to make payments on the scheduled date in accordance with the retail installment contract signed during the enrollment process. All account balances must be current before the upcoming semester.

Payments may be made by cash, check, money order, MasterCard, VISA, American Express, or Discover Card. Checks must be made payable to the College of Biomedical Equipment Technology. No interest payment plans are also available to qualified applicants. See, Student Loan Options.

### **FINANCIAL AID**

At this time, the College is not Title IV approved. No Title IV federal financial aid is offered or provided. Financial assistance in the form of state grants and loans may be available to students who qualify.

### **WORKFORCE INVESTMENT AND OPPORTUNITY ACT (WIOA)**

CBET is approved by the US Department of Labor to enroll qualified WIOA funded applicants. Participants must be deemed eligible for WIOA services before enrollment at CBET and produce a financial award letter before enrollment. For detailed information concerning these programs, contact your local workforce office. A list of OneStop providers around the nation is available at <https://www.dol.gov/general/topic/training/onestop>.

### **RETURN OF WIOA FUNDS OR AGENCY FUNDING**

CBET, as the Workforce Training Provider, shall, in accordance with its stated refund policy, refund monies that are paid for by the designated WIOA sponsoring agency for individuals who enroll in and begin training but drop out of courses. Refunds due for tuition and fees paid under the Training Provider Agreement will be made directly to the designated WIOA sponsoring agency and shall not be refunded to the student.

If a credit balance is created on a student's account as a result of any other agency funding, that amount will be refunded to the agency where the funds originated at the time the student is withdrawn. These funds will not be provided as a refund directly to the student.

### **STUDENT LOAN OPTIONS**

CBET has alternative private student loan options with Tuition Finance Company (TFC). CBET offers no interest financing for all students through TFC. CBET's founders established a Student Loan Financing options to assist students in the payment of their tuition. Students that voluntarily withdraw; or are withdrawn from the program due to failure to meet satisfactory academic progress, attendance and conduct policies will be required to remit payment in accordance with the terms established in the financial contract.

Outside lenders are also available to students.



### **Student Loan Obligations:**

Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, less the amount of any refund. Defaulting on loans could result in damage to credit ratings, loss of eligibility for future options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages. CBET will transfer defaulted loans to collection agencies. Credit may be adversely affected. Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules can be obtained by contacting the College.

### **CANCELLATION AND REFUND POLICY**

#### **General Requirements:**

CBET maintains a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and terminations. The policy is designed to be most equitable to the student and complies with Texas Workforce Commission and Texas Higher Education and Coordinating Board requirements.

CBET does not require written notification of cancellation or withdrawal. Additionally, CBET does not require notification of cancellation or withdrawal in person as a condition for making refunds, nor does it charge penalties for failing to notify the College in writing. New students entering a program or study are provided a fourteen (14) day option period to withdraw without penalty.

CBET does not financially obligate students for a period of more than twelve months at a time. Refund computations apply to stated charges attributable to the given period of financial obligation. All students are treated equitably with respect to charges and refunds based on the source of funding or the timing of disbursements or payments.

CBET completes and documents refund calculations for each student who cancels, withdraws, or is withdrawn from training. To ensure timely and accurate refunds, the College will consider the following:

- Start Date
- Last date of Attendance (LDA)
- Date of Determination (DOD)
- Charges to the Student
- Total amount paid
- Weeks earned and resulting percentage of program completed

The effective date of termination for refund purposes will be the earliest of the following:

- The date of notification to the student if the student is terminated; or
- The date of receipt of notice from the student; or
- For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD).



The date of determination is the date the student gives written or verbal notice of withdrawal to CBET or the date CBET terminates the student, or by applying the attendance, conduct, or Satisfactory Academic Progress policies. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund will be paid within forty-five (45) calendar days from the last date of attendance.

### **DROP/ADD PERIOD**

The first week of a six (6) week term or payment period, ending on Sunday of the first week, is drop/add period for all AAS-BMET students. Students may officially withdraw from class during drop/add period without receiving grades, or financial obligations for the classes dropped. Schedule changes other than as described above may incur both financial and academic penalties. A student who stops attending a course after the drop/add period will receive a "W," withdrawn without a grade. A student who stops attending a course after the mid-term, and is failing such course, will receive a grade of "F," withdrawn with a failing grade.

### **PROGRAM/COURSE CANCELLATIONS**

The College reserves the right to cancel any program or course for which there is insufficient enrollment. All tuition and fees related to the program/course will be returned to the student if there is a cancellation.

### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days.

### **REFUND POLICY**

1. Refund computations will be based on scheduled course time of class attendance through the Last Date of Attendance (LDA). Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - i. The last day of attendance, if the student is terminated by the school;
  - ii. The date of receipt of notice from the student; or
  - iii. Two weeks following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after the expiration of the 72-hour cancellation privilege the student does not enter school, no monies will be retained.
4. If a student is withdrawn or terminated after the cancellation period, the college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges based upon the number of scheduled hours remaining in the portion of the course or



program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. When determining the number of weeks completed by the student, the College will consider a partial week the same as if a whole week were completed, provided the student was engaged in training at least one day during the scheduled week.

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from the refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. An itemized list of books and the associated fees are available upon request.

#### **RE-ENTRY STUDENTS**

A student who withdraws or is terminated from the College may, in most cases, apply for re-admission as a re-entry. Students will be permitted to re-enter twice with the approval of the Director of Education. If a student attempts to re-enter a third time, approval of the School Director will be required. Any student who is applying for re-admission must complete the entire application process. Re-entering students are required to sign a new enrollment agreement, and both their financial and satisfactory academic progress statuses will be reviewed and considered as part of the approval or denial process of the re-entry application. Also, the student will be asked to satisfy all financial obligations from the previous enrollment periods to be considered for re-admission. A student that re-enters the College after 90 days from their last day of attendance will be re-enrolled as a new student through the Admissions department. All fees and adjustments are allocated on the enrollment agreement.



## MILITARY & VETERAN BENEFITS

### MILITARY AND VETERAN STUDENT INFORMATION AND POLICIES

The is approved by the Veteran's Administration (VA). Veterans may qualify for a variety of military and veteran benefits programs to finance their training. Applicants must complete the Veterans On-Line Application (VONAPP) to begin to receive the benefit unless indicated differently. More information about VA education benefits is available at <http://www.benefits.va.gov/gibill>.

Students applying for veteran's benefits through the College must supply verification of high school graduation or GED certificate. All postsecondary education from an accredited institution must be verified with an official college transcript. The Department of Veterans Affairs defines an award year as the period from August 1 to July 31.

#### **Attendance Policy for Student Receiving VA Educational Benefits:**

The College is an attendance taking institution. Students are expected to attend each class session unless prevented by illness or other unavoidable circumstances. Attendance is taken for each course. All students who do not attend or interact with the online learning platform for 14 consecutive calendar days will be administratively dropped from the College and will be terminated from their VA benefits for unsatisfactory attendance. Special accommodations can be made for military personnel who are called to active duty or reserve training for a period of approximately two weeks. Service members should see the Director of Education prior to the first date; the student will be absent. A copy of military orders must be provided. Upon approval, the Director of Education will grant an extension of time-based on the days of required military service and for necessary travel time to and from military duty. Once a student is administratively dropped, the College will promptly notify VA that the individual's VA education benefits are being terminated due to unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for the United States Department of Veterans Affairs (USDVA) and State Approving Agency (SAA) audit purposes. Students who are administratively dropped from the College due to attendance and are interested in re-entering can apply for re-enrollment.

A VA student can miss no more than 20% of the scheduled classes in any individual course. Should a student miss more than 20% of the scheduled classes in any course, the student's enrollment for VA education benefits must be terminated effective the last date that student attended a class prior to exceeding 20% absenteeism.

#### **Standards of Satisfactory Progress for Students Receiving VA Educational Benefits:**

Students must meet the Standards of Satisfactory Academic Progress (SAP), published in this Catalog, to continue receiving Veteran's educational benefits to remain in good academic standing at the College. Satisfactory academic progress is determined by applying the cumulative grade point average requirement, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in this catalog. For a complete explanation, refer to the section entitled Standards of Satisfactory Academic Progress in the catalog.



## College of Biomedical Equipment Technology Building the Future Healthcare Technology Workforce

A VA student whose CGPA falls below the minimum requirements at the end of each semester will be placed on Warning for the subsequent term of enrollment. If the VA student's CGPA falls below the required CGPA at the end of the second semester, the student's VA educational benefits will have terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress can petition re-entry into the college through the SAP appeal process. If an appeal is granted, a VA student terminated from VA educational benefits due to unsatisfactory academic progress may petition the school to be recertified after attaining a 2.0 CGPA.

### **Course Repetitions for Students Receiving VA Educational Benefits:**

Classes that are successfully completed may not be certified for again for VA purposes if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a class for successful completion, that course class may be repeated and certified to VA again.



## COLLEGE POLICIES

### STUDENT RESPONSIBILITIES

Students are responsible for understanding and following all rules and regulations that the College may make known to the student body. The College reserves the right to make changes in any area of the College including but not limited to curriculum, faculty, location, equipment, rules, and regulations in accordance with THECB or TWC.

### CODE OF CONDUCT POLICY

Students attending CBET must respect the rights and welfare of the other students, faculty, administration, and guests. Conduct that disrupts the class, and does not cease after two warnings, may cause a student to be terminated under the same rules as withdrawal. Students who retake the class and are unable to refrain from disrupting the second class may be terminated without the option to renew.

Prohibited acts include possession or use of firearms or weapons, possession and/or distribution of narcotics or any controlled substances, assault, disruptive behavior interfering with teaching, academic dishonesty, theft of property, abuse of technological resources, accessing obscene or pornographic materials online, and harassment on the basis of gender, ethnicity, national origin, religion, disability, or any other characteristic.

Violation of the CBET student conduct policy may be grounds for dismissal, depending upon the severity of the misconduct. After a preliminary investigation, the allegation may be dismissed, or the student will be informed of the charges. If it is determined that severe misconduct or felony has occurred, defined by any act punishable by incarceration under federal or state law, CBET retains the right to immediately suspend the student until such time that a hearing determines the outcome. Penalties may include a warning, suspension, or dismissal.

CBET reserves the right to dismiss a student from the program at any time for behavior that is deemed unethical or unprofessional. Students are expected to adhere to the standards of conduct both in the classroom and on College premises. Violation of these rules will subject the student to reprimand, probation, suspension, and dismissal. The College reserves the right to assess all penalties.

A student found to violate College regulations has the right to appeal the decision, following the grievance protocol. A student who has been dismissed for violating policy may not apply for readmission for one year.

### COPYRIGHT POLICY

CBET does not condone or tolerate the unauthorized copying of licensed computer software by staff, faculty, or students. CBET shall adhere to its contractual responsibilities and shall comply with all copyright laws and expects all members of the CBET community to do so as well. Members of the CBET community who violate this policy may be subject to discipline through standard CBET



procedures. An individual engaged in the unauthorized copying or use of software may also face a civil suit, criminal charges, and penalties and fines. Subject to the facts and circumstances of each case, such individuals shall be solely responsible for their defense and any resulting liability. If you have questions about this policy, please contact us. <http://copyright.gov>.

### **PLAGIARISM POLICY**

Plagiarism is defined as the act of using words and ideas from another person or source without giving proper acknowledgment to that person or source. A student is plagiarizing if they:

- Turn in someone else's work as their own,
- Copy words or ideas from someone else without giving credit by using proper in-text citations and a work cited page
- Fail to put a quote in quotation marks, change words, but copy the sentence structure of a source without giving credit by using proper in-text citations and a work cited page
- Student's work and ideas are less than 40% whether you give credit or not.

Plagiarism is against the law if it infringes an author's intellectual property rights and will result in a failing grade for the assignment and may even result in suspension from CBET. First offense: Director of Education advises student and documents offense. Second Offense: Student can be dismissed from CBET at the discretion of the Director of Education. The Director of Education will advise the student. Advising documentation will be placed in the student's academic file.

### **CAMPUS SAFETY**

The safety of students, faculty, staff, and visitors is a vital concern to CBET. Everyone at CBET is involved in creating a safe environment and is encouraged to report all safety concerns to the School Director.

### **DRUG AND ALCOHOL-FREE POLICY**

CBET offers a drug and alcohol-free environment. This Drug and Alcohol Policy applies to enrolled students. The unlawful possession, use, and distribution of illicit drugs and alcohol is strictly prohibited. This applies to every student on College property or participating in a College activity. Students who require prescription drugs that may impair their College work should inform the College or the instructor for proper documentation.

### **CAREER SERVICES & PLACEMENT ASSISTANCE**

CBET assists students in finding employment after training. Although CBET cannot guarantee employment, we will help students to secure jobs through a variety of means, including job searches and available job postings, resume writing assistance, and training in interviewing techniques. Graduates are eligible to access the College's placement assistance program at no additional cost.



## STUDENT RECORDS

CBET maintains permanent student files organized by year and categorized by active students, graduates, and terminations/drops. Student records are maintained at the main campus.

Student files may include enrollment application, enrollment agreement, a record of previous education form, transcripts, textbook/supplies forms, financial information, scholarship applications satisfactory performance evaluations, status change notices, refund computation forms (where applicable), and appropriate verification materials as required. All student records are confidential, and CBET adheres to the requirements of the Family Education Rights and Privacy Act (FERPA). Students should contact the College for further information.

## NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

In conformance with Section 438 of the General Education Provisions Act (Title IV of the Public Law 90-247 as amended), added by Section 513 P.L. 93380 (enacted on August 21, 1974) and amended by Senate Joint Resolution 40, the Family Educational Rights and Privacy Act of 1974 allows students to restrict access to their education records including requests for information from parents and other third parties. Without a student's written consent, the College cannot disclose information to any third party (exceptions noted below). Students may, however, provide the College with a release allowing selected individuals to have access to their educational records or portions thereof.

The College maintains two types of record files: academic and financial. Students may examine either set of records at any given time during normal school hours. For academic records, the student should contact the Director of Education; for financial records, the Director should be contacted.

As an exemption to this law providing availability of personal records to the student, the following information will be kept confidential and will not be made available to the student:

- Confidential financial records of the parents, unless written permission has been given by the parents to divulge such information to the student.
- The College will not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons:
  - Records are required by College officials in the proper performance of duties,
  - Organizations conducting studies for educational and governmental agencies,
  - U.S. Government agencies as listed in Public Law 93-380,
  - Accrediting agencies,
  - Parents of dependent children as defined in the Internal Revenue Code of 1954,
  - Appropriate persons about an emergency,
  - Other educational institutions upon request of transcripts for students seeking enrollment in that institution,
  - In connection with the award of financial aid, and
  - In response to legal court orders.



## College of Biomedical Equipment Technology

Building the Future Healthcare Technology Workforce

In addition to the reasons listed above, the College may also release any information which it has designated as “directory information,” unless the student specifically objects in writing to such disclosure (as further described below).

The College has designated the following categories of student information as “directory information”:

- Student’s name;
- Student’s address;
- Student’s telephone numbers (including cellular phone numbers, home phone numbers, or any other numbers provided to the College by the student);
- Date and place of birth;
- Programs are undertaken by the student;
- Dates of attendance;
- Degree awarded.

The College may disclose any of the above-listed directory information, to any party, without the prior written consent of the student, unless the student provides written notice to the Director objecting to the disclosure of all or part of the directory information no later than thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information will be effective as of the date the written request is received and until rescinded in writing by the student. Material considered to be objectionable may be expunged from the student’s record under any one of the following conditions:

- The student furnishes the school with factual data, which satisfactorily proves to an official of the school that the information originally placed in the file is incorrect.
- The student corrects the situation which caused the objectionable entry to be made in the file, provided that such correction is to the complete satisfaction of the school official who made the original entry.
- The student may appeal any decision made by a school official by requesting a hearing.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failure to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.



## **DISMISSAL**

A student may be dismissed from the College for violation of the attendance policy, improper conduct, failure to satisfy financial obligations to the institution, or failure to maintain satisfactory progress. Please see the section titled "Satisfactory Academic Progress/Academic Probation" in the Academic Policies section for a complete definition of satisfactory progress.

## **NON-DISCRIMINATION**

CBET does not discriminate in admission, campus activities, education, or employment on the basis of race, creed, color, sex, age, disability, national origin, religion, or any other protected status. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying, or participating in any discrimination investigation or proceeding.

## **GRIEVANCE PROCEDURES**

The administration, faculty, and staff of CBET maintain an open-door policy for students to voice their concerns or complaints. Occasionally a student or former student will require assistance with a problem at a level outside of CBET. Information regarding the appropriate state and accrediting agencies that would be of assistance to the student is available from the President.

The formal CBET grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a professional manner.
2. If the grievance cannot be settled with the instructor within ten days, the student may ask for the intervention of the President to attempt to mediate, arbitrate, or rectify the situation. In most cases, grievances can be settled at this level of intervention. The President will evaluate the grievance and gather information. The student will be kept informed by the President as to the status of the grievance, as well as the resolution of the problem.

Students dissatisfied with the College's response to their complaint or who are not able to file a complaint with the College can file a complaint with TWC, or the College's accreditor as outlined below.

## **TWC COMPLAINT PROCEDURE**

Students may also direct unresolved grievances about CBET or any of its educational programs to:

Texas Workforce Commission, Career Colleges and Colleges

101 East 15th Street

Austin, Texas 78778-0001

Phone: 512-936-3100

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges website at <http://csc.twc.state.tx.us/>.



## ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

If a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - Name and location of the ACCET institution;
  - A detailed description of the alleged problem(s);
  - The approximate date(s) that the problem(s) occurred;
  - The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and other students;
  - Demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained,
  - ACCET will not reveal the name to the institution involved; and
  - The status of the complainant with the institution (e.g., current student, former student, etc.).
  - In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
3. SEND TO:
  - ACCET CHAIR, COMPLAINT REVIEW COMMITTEE  
1722 N Street, NW Washington, DC 20036  
Telephone: (202) 955-1113  
Fax: (202) 955-1118 or (202) 955-5306  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

Note: Complainants will receive an acknowledgment of receipt within 15 days.



## STUDENT SERVICES

The College offers a wide range of support services to aid students in persisting through to graduation and in ultimately securing employment in their career field. The student services offered to take into consideration the needs of students who attend CBET and are, therefore, appropriate in their scope. The services support academic programs and seek to enhance the student experience.

### ACADEMIC ADVISEMENT

CBET faculty and staff are available to advise students on academic challenges, and if needed, provide a referral to special counseling services when required. If a student needs assistance in any course, the student should notify the faculty member, the Director of Education, or the Director. Tutoring takes place outside of class time, and at a time, that is mutually convenient to the student and the relevant faculty member.

### ORIENTATION

An online student orientation program is conducted prior to each start date to acquaint new students with the College LMS, and to review policies, and procedures.

### CAREER SERVICES ASSISTANCE

Career Services aids students while they are in school and after graduation to find the right fit in the workforce. The College conducts one-on-one counseling sessions, mock interviews, guidance on professional dress and communications, and aids in resume preparation.

### HOUSING

Students requiring housing in the San Antonio area during their externship should budget \$5000 to compensate for travel and living expenses. The College will assist students in finding suitable housing during their externship; however, housing is not provided by the College.

### LIBRARY

CBET's makes available to its student an electronic library administered by the Library & Information Resources Network (LIRN). The library is embedded in the CANVAS LMS. LIRN permits faculty and students to readily access databases, catalogs, research guides, Ask A Librarian, self-service, and social media. The website has many benefits to student learning, including current research, reference materials, relevant videos, APA guidelines, sample papers, tutorials, and LibGuides.

### OTHER SUPPORT

The College maintains relationships with local community support services for students who may need additional assistance such as transportation, childcare, counseling, and shelter.



## ACADEMIC POLICIES

### INSTRUCTIONAL METHODS AND ACTIVITIES

Your online classroom is designed around your course syllabus and has everything you'll need to be a successful student, including more ways to learn and connect with your instructor and peers.

#### **Instructor Lead Weekly Live Group Training (M, T, W, TH, F, SAT, SUN):**

Mandatory instructor-led webinars will be conducted at least once per week (45 Minutes). Additionally, students may request one-on-one student/instructor webinars and should be prepared to instructor prompts for one-on-one webinars on a case-by-case basis.

#### **Online Discussion Forum (daily/weekly):**

The College's digital classroom includes a discussion board with weekly prompts and instructions for completing daily/weekly assignments. Students are expected to engage in discussion board activities. Students must respond to each instructor prompt and engage with fellow students by responding to a minimum of three student responses each week. Responses must be substantive and must be no fewer than 150 words.

#### **Online Classes (Daily):**

Students are expected to engage in online learning through the digital classroom (CANVAS - Learning Management System). The digital classroom includes weekly assignments, quizzes, tests, and other requirements prescribed by the instructor of record. Students are responsible for engaging in the online classroom in the same manner one would engage in a traditional classroom, by complying with and adhering to all course requirements.

#### **Capstone Exercises (where applicable):**

The capstone exercise is done under the close supervision of the course Instructor. During the class, you will prepare a full-length (usually 5-8 pages) essay on a selected topic in Biomedical or Healthcare Technology, relying heavily on original or primary sources. You will pick your topic in consultation with your instructor, and work on that topic throughout the 6-week course. Each essay will go through a rough draft and revision process, involving a critical review, and rewriting/revision according to feedback given. Students are required to gain approval for their research topic within the first three weeks of the course, and your topic must fit within the parameters of the course of study.

#### **Research and Writing Assignments (where applicable):**

Many courses in the program demand extensive use of primary (first-hand) sources and intensive analysis of those sources, together with the crafting of a logical, coherent narrative based on the students understanding and interpretation of the sources. The assigned instructor will work with each student individually to help them select appropriate topics, compile a bibliography of sources as required, and to learn how to mine those sources appropriately to support the presentation of a unique perspective and concept.



Successful completion of a final essay will hinge on the dialogue between the student and the assigned course materials, and between the student and the instructor. Throughout the course, you will be reading, reviewing, and researching various subjects and will be expected to draw from those subjects to develop your final essay. Students should rely on the use of the sources provided to identify an appropriate topic, make use of the sources to place the subject of their essay within the appropriate context, and craft an essay that is addressing the relationship of the coursework to the biomedical career field. It is important to remember that organization of the essay, style, and grammar are also important elements of the paper. During the 6-week course, students will be required to submit at least one essay.

**Formatting Requirements:**

APA or MLA format.

**Textbooks:**

All readings required for each course are posted in the course syllabus.

**ATTENDANCE POLICY**

Fulltime students are expected to maintain a cumulative attendance of 80% for each course.

Attendance is monitored by faculty through the Canvas LMS. It is the responsibility of each student to attend and participate in each scheduled online course, post weekly in discussion forums, and instructor-led weekly training sessions/webinars.

Students will be withdrawn for failure to submit two (2) consecutive required assignments; missing two (2) consecutive instructor-led sessions; and failure to correspond via the interactive distance learning/Canvas learning management platform for fourteen (14) consecutive days.

**Additional Attendance criteria:**

- Attendance is monitored by faculty and recorded weekly.
- Students engaged in externships must provide a weekly log of their hours, which is reviewed and approved by the Externship Coordinator (EC).
- Logging into class without active participation does not constitute weekly attendance.
- Students are strongly encouraged to log in more to understand the subject fully and to be successful in class.
- Students are reminded it is their responsibility to be current in all assignments at all times. Absences do not excuse program obligations, which lead to satisfactory progress.
- Students should remember that attendance records reflecting absences are kept by the College. Any agency that provides educational, financial assistance to a student may request information concerning attendance and progress.



## TARDINESS AND EARLY DEPARTURES

The College expects students to participate fully in Instructor-Led Weekly Webinars and to be on time every week. When you arrive late, you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students. If you arrive 15 late or leave 15 early, your instructor will record the amount of time missed. If you arrive late or leave early three times or more in course, you will be placed on probation for the remainder of the evaluation period and be required to contact the Director of Education for counseling. Time missed will be calculated in the course cumulative attendance. Students must maintain 80% attendance in each course.

## MAKE-UP WORK

To receive full credit, all assignments must be completed on time and in the manner instructed.

Make-up work shall:

1. be supervised by an instructor approved for the subject being made up;
2. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. be completed within seven days of the end of the date of missed work;
4. be documented by the College as being completed, recording the date, grade, and nature of the work missed

If there are extenuating circumstances that will prevent a student from attending College for an extended time period (e.g., hospitalization and recovery from a serious accident or illness), the student should apply for a Leave of Absence (LOA) under the institution's published LOA policy.

## LEAVES OF ABSENCE

Students who wish to suspend their studies for a limited time must submit a written request for a Leave of Absence to the School Director or Director of Education. Leaves of Absence will be granted for a maximum of 60 calendar days for the Certificate program or 180 days for the AAS-BMET program.

Only one leave of absence will be granted in 12 months. In extenuating circumstances (e.g., medical/surgical conditions, unforeseen family crisis, etc.) two Leaves of Absence can be granted within 12 months, provided that proper documentation is presented and that both Leaves together amount to no more than the maximum days permitted.

A student who fails to return from an approved Leave of Absence will be considered withdrawn as of the expected return date of the Leave of Absence.

## PROGRAM/COURSE EVALUATION

Students are expected to complete the on-line course evaluation at the end of the semester. A link will be provided by the instructor following completion of the course.

## ACADEMIC INTEGRITY

Faculty and students must observe the published Code of Conduct.



## COURSE SCHEDULE

To obtain a current list of course schedules visit the academic calendar at <https://cbet.edu/static/2019-2020-2021%20Academic%20Calendar-13e151819621e79de0d011368f4780b9.pdf>

## EXTERNSHIP POLICIES

This course provides students with an opportunity to put theory and knowledge to work and to develop BMET skills in a real-world environment. Additional requirements are outlined in the Externship Guide.

### **Externship Eligibility:**

Students must have successfully completed (grade of C or better) all prerequisites or have permission from the Director of Education.

### **Externship Schedules:**

In order for students to complete their program on schedule, it is necessary for them to attend externship for 135 clock hours over six weeks, or 22.5 clock hours per week. In most instances, externships are scheduled during normal business hours, Monday through Friday, between the hours of 8:00 am and 6:00 pm. Students entering externship need to be prepared to be available during these times.

### **Externship Attendance:**

The Director of Education will monitor attendance closely. Students must attend their extern site as scheduled. Students failing to adhere to the schedule and hours established with the externship provider may be terminated from the program or dropped from the course.

All externship hours must be completed, and any time missed during the externship portion of any program must be made up. A student will not be allowed to graduate unless they have performed all externship hours prescribed for the course.

### **Externship Timesheets:**

All students on externship assignments are required to submit weekly attendance records via fax, email, or in person. Failure to submit time sheets may result in repeating any hours submitted after the deadline before a student will be given credit.

### **Termination/Withdrawal from Externship:**

Any student displaying unprofessional behavior while performing externship duties will be moved to another site. If a second offense is reported, the student will be terminated by the College. Students displaying unprofessional behavior while performing externship duties, which causes the institution to lose the site will be terminated by the college and will not be considered eligible for re-entry to the College.



Additionally, students must complete the externship portion of their program within a maximum allowable time frame. Students whose externship progress becomes impeded to such a degree that they cannot complete the externship portion of their program within the maximum allowable time frame will be terminated from the College.

### DISTANCE EDUCATION LOG-IN SECURITY

All online courses require a secure log-in to the learning management system using the CBET assigned username and password. This is required for students to be registered for courses and to participate in the online. Student privacy rights are strictly protected. Only those enrolled in the course have access to the course. The outside community does not have access to the coursework, nor do students who are not enrolled in the specific course.

### EVALUATION AND GRADING

Student performance will be evaluated via exams, tests, quizzes, and projects and hands-on demonstrations where applicable. Exams, tests, and quizzes are designed to measure cognitive ability. Hands-on demonstration and projects are intended to measure the command of performance techniques. In computing grades, the requirements will be weighted as follows:

- Online Engagement and Participation in Course Discussion\* through CANVAS: 25%
- Weekly Quiz and Homework Assignments: 25%
- Written Assignments/Capstone Exercises: 25%
- Mid-term and Final Exams: 25%

### \*GRADING SCALE FOR ONLINE ENGAGEMENT AND PARTICIPATION IN COURSE DISCUSSIONS

Criteria	Levels of Achievement			
	Beginning	Developing	Accomplished	Exemplary
<b>Activity</b>	<b>0 to 13 points</b> Usually contributes only 1 posting on the last possible day of the designated period.	<b>14 to 15 points</b> All required postings by the deadline; however, there was not adequate time for others to read and respond to some postings before the deadline.	<b>16 to 17 points</b> All required postings by the deadline; adequate time for others to read and respond before the deadline.	<b>18 to 20 points</b> Exceeds required postings; postings spread over the designated period; provides more than enough time for classmates to read and respond before the deadline.
<b>Engagement</b>	<b>0 to 13 points</b> No postings respond to a fellow student(s), or responses are not substantive (e.g., "Good. I really liked your comment.")	<b>14 to 15 points</b> Occasionally makes substantive posts responsive to classmates; marginal effort to become involved with the group.	<b>16 to 17 points</b> Frequently responsive to classmates with detailed remarks about their writing or discussion; presents relevant viewpoints for consideration by the group; interacts freely.	<b>18 to 20 points</b> Consistently responsive to classmates; develops questions related to objectives to facilitate discussion; generates or stimulates group discussion; presents creative approaches to the topic.
<b>Content</b>	<b>0 to 41 points</b> Postings only slightly related to discussion topics. Generally inaccurate. May occasionally contain a gross factual error.	<b>42 to 47 points</b> Postings address peripheral topics. Generally accurate, but with some omissions and errors. The tendency to recite fact.	<b>48 to 53 points</b> Postings produce good general answers but may not always directly address discussion questions. Dominated by opinions rather than by analysis and scholarly thought. Assertions are not supported by evidence.	<b>54 to 60 points</b> Postings are characterized by clarity of argument, depth of insight into course content, application of course content, relevancy, and unique insights. Resources/references support arguments and facts.



## GRADING SYSTEM

CBET uses the four (4.0) point grading system. The grade, point, and percentage equivalents are as follows:

A	(4.0)	90-100	F	(0.0)	Below 60
B	(3.0)	80-89	W	(0.0)	Withdrawal
C	(2.0)	70-79	I		Incomplete
D	(1.0)	60-69	TC		Transfer Credit
			PE		Proficiency Credit

## INCOMPLETES AND COURSE REPEATS

To receive an incomplete "I", the student must petition to the instructor by midpoint of the course for an extension to complete the required coursework. The student must be able to pass the course with the completed work and garner a grade of 70 or better. Incomplete grades that are not completed within 7 business days after the beginning of the next session will be converted to the existing grade earned in the course and will affect the student's GPA accordingly. CBET reserves the right to extend the time needed to fulfill the incomplete.

An "I" does not count towards the Grade Point Average (GPA) until a grade is assigned. A "W" is given when a student is dropped from the roster during the course and does not replace the previous grade(s). Grades of "W" and "F" are recorded in the academic transcript and reflected in the GPA. When a course is repeated after failure or withdrawal, the later grade will replace the first grade in calculating the CGPA. The clock hours of the course repetition are counted toward the maximum timeframe.

CBET shall record a grade of "incomplete" for a student who withdraws but is not entitled to a refund if the student requests the grade at the time the student withdraws, and the student withdraws for an appropriate reason unrelated to the student's academic status.

A student must repeat a course in which a grade of "F" was received. A student can repeat each course once, however, once they reach 1.5 times the length of time required for graduation they will be dropped from the program. If a student fails any course a second time, he/she will be dropped from the program.

A failed course will be rescheduled for the earliest possible module at the discretion of the Director of Education. Students will be charged to retake the course.



## SEMESTER CREDIT HOUR POLICY

The College utilizes the following formula for clock-to-credit-hour conversions for lecture, laboratory, and externship/internship:

- **Lecture Hours:** Instructional hours consisting of theory or new principles.
- **Lecture Credit Hours:** Semester Credits – Must teach a minimum of 15 lecture hours to award 1 semester credit hour (divide lecture hours by 15).
- **Laboratory Hours:** Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.
- **Laboratory Credit Hours:** Semester Credits – Must teach a minimum of 30 laboratory hours to award 1 semester credit (divide laboratory hours by 30).
- **Externship/Internship Hours:** Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during the training program.
- **Externship/Internship Credit Hours:** Semester Credits – Must teach a minimum of 45 externship hours to award 1 semester credit (divide externship/ internship hours by 45).

## SATISFACTORY ACADEMIC PROGRESS

All students enrolled at CBET must comply with the published standards of satisfactory academic progress throughout their enrollment at the institution. Satisfactory Progress standards measure each student's course hours/credits completion percentage along with his/her cumulative grade point average. The College shall provide a progress report to the student at the progress evaluation period. The progress evaluation period will be done as listed below.

## CUMULATIVE GRADE POINT AVERAGE MINIMUM REQUIREMENT

All students enrolled at CBET must meet the minimum cumulative grade point average (GPA) of 2.0 at each evaluation period.

## QUANTITATIVE PROGRESS MINIMUM REQUIREMENT

Quantitative progress is defined as the clock/credit hours achieved divided by the clocks/credit's hours attempted. To be making satisfactory academic progress, a student's quantitative progress must be at least 80% of the clock/credit hours attempted.

## MAXIMUM TIME FRAME

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length. Once a student reaches the 150% point of their program, the student's enrollment will be terminated unless a request is made from the student to the instructor or Director of Education to continue the program.

## PROGRESS & PROBATION POLICIES

A cumulative grade average of at least C OR 2.0 is required for the student to maintain satisfactory progress. Students will receive written notification of their progress at the end of each evaluation period [Every 6 weeks for the Certificate Program and every 8 weeks for the degree program]. A student who is not making satisfactory progress at the end of an evaluation period will be placed



on academic probation for the following evaluation period. The Director of Education or designee will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

If the student on academic probation achieves a grade point average of at least 2.0 for the probationary evaluation period but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more evaluation period. If the student does not achieve overall satisfactory progress by the end of the second probationary period, the student's enrollment will be terminated. If a student on academic probation fails to achieve a grade point average of at least 2.0 for the first probationary period, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the course at the end of two successive evaluation periods will be terminated.

### **ACADEMIC PLANS**

Students who do not meet SAP standards must work with the Director of Education to develop an academic success plan. Academic Success Plans must be developed on a student-by-student basis and designed in such a way that, if followed, the student will be meeting SAP standards by the next evaluation period.

### **WITHDRAWAL**

CBET shall record a grade of "incomplete" for a student who withdraws but is not entitled to a refund if the student requests the grade at the time the student withdraws, and the student withdraws for an appropriate reason unrelated to the student's academic status.

### **REQUIREMENTS FOR GRADUATION**

Students must have completed courses and programs in accordance with all College policies, fulfilled all financial obligations and must have a cumulative grade point average of at least 2.0 and 80% attendance to graduate. In addition, AAS-BMET students must also complete 100% of the externship hours.

### **COURSE PREREQUISITES**

Students must complete course prerequisites to progress within each program unless prior learning credit has been awarded, or the student can evidence a minimum of one year of experience working as a BMET. Courses taken out of sequence must be approved and documented by the Director of Education.

### **INTERACTIVE DISTANCE LEARNING (IDL) OVERVIEW**

Our courses blend face-to-face online meetings via Zoom® Video Conferencing and online training. This allows instructors and students to engage in interactive learning sessions. To enroll in our IDL courses, students should have a functional knowledge of personal computers, including, but not limited to:

- Understanding of basic computer hardware and software and ability to perform computer



operations, such as:

- Managing files and folders: save, name, copy, move, backup, rename, delete, check properties
- Using software applications, such as Word, PowerPoint, Excel, email clients
- Knowledge of copying and pasting, spell-checking, saving files in different formats
- Recognizing and understanding common file formats such as .doc or .docx, .pdf, and .txt
- Microsoft Office (software includes Microsoft Word, Excel, Outlook Access, and PowerPoint) and knowledge of how to use the software
- Adobe Acrobat Reader (This can be downloaded for free online.)
- Using appropriate plugins
- Printing pages from a browser or Using the internet
- Ability to engage in online discussion groups and forums, upload assignments, and interact with instructors and others in online video conferencing.
- Having the knowledge and access to the proper equipment is a must. This includes having a reliable internet connection (preferably high-speed) and a computer that meets the technical requirements depicted below. It is recommended to have backup computer and access in case of equipment or service malfunction.

## TECHNICAL REQUIREMENTS

Online students will use a computer to complete assignments, download course material, and complete other tasks. Students will be expected to have access to and use the hardware and software described below:

- 1.6 GHz processor or faster, 512Mb RAM or greater
- Current anti-virus application
- High-speed internet connection, Printer, and monitor
- Integrated or external microphone and speakers
- 720p Webcam
- Valid and accessible Email address (Gmail, Yahoo, Hotmail, iCloud, AOL, etc.)
- Modern HTML5 compatible Web Browser (i.e., Google Chrome, Mozilla Firefox, Safari, Microsoft Edge, Internet Explorer 10 or higher, or Opera)
- Adobe Reader or iOS Preview
- Microsoft Office 2007 or greater (or Google or Apple equivalent)

Due to the rapid rate of change in information technology, hardware and software competencies are subject to regular updates; selected courses may be subject to additional requirements.



## PROGRAMS OF STUDY

### BIOMEDICAL EQUIPMENT TECHNICIAN CERTIFICATE PROGRAM - ONLINE

400 Clock Hours/26.6 Semester Credits

25 Weeks/6 Months

#### PROGRAM DESCRIPTION

The Biomedical Equipment Technician Certificate program provides a comprehensive, overview of the biomedical equipment and healthcare technology management industry. Students study hardware, software, and troubleshooting for medical devices. Training includes basic electronics, schematics, pneumatics, hydraulics, customer service skills, environmental of care, EOC training, data management systems, and general biomedical equipment troubleshooting. Students garner the skills and working knowledge to perform medical equipment maintenance services characterized by repair or module replacement; repair of general medical equipment malfunctions; adjustment of medical equipment utilizing common and special purpose tools and electronic test equipment; conduct preventive maintenance checks and services; and conduct calibration, verification, certification and electrical safety tests.

#### PROGRAM OBJECTIVES

This program equips students with skills necessary to obtain entry-level jobs at hospitals, Original Equipment Manufacturers who specialize in making medical equipment, and Independent Service Providers who source contracts for private biomedical companies.

#### PERFORMANCE OBJECTIVES

The program performance objectives include repair and module replacement; simple printed circuit board repair; repair of general medical or optical equipment malfunctions; adjustment of medical, or optical equipment utilizing common and special purpose tools; testing and measuring diagnostic equipment; performing preventive maintenance checks and services; conducting calibration, verification, certification and electrical safety tests.

#### CAREER OBJECTIVES

This program also prepares students to work in positions, such as Biomedical Equipment Technician (maintenance and repairs), Specialized Equipment Field Service, and Medical Equipment & Instrumentation Technician. Also, Sales, Technical Support, Consulting, and Management. O\*NET: 49-9062.00 / CIP Number: 15.0401

#### CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded after successful completion of the program.

The student to teacher ratio for lecture and lab = 30:1



## PROGRAM OUTLINE

Course Number	Subject Title	Online/IDL Lecture Hours	Semester Credit Hours
MTO 1101	Medical Terminology	16	1
APO 1301	Basic Anatomy	48	3.2
BMTO 1301	Organizational Behavior in Healthcare	48	3.2
BMTO 1302	Introduction to Computer Office Programs	48	3.2
BMTO 1303	Introduction to Computer Networking	48	3.2
BMTO 1601	Introduction to Electronic Circuits	96	6.4
BMTO 1602	Biomedical Equipment Technology	96	6.4
<b>Program Totals</b>		<b>400</b>	<b>26.6</b>

## COURSE DESCRIPTIONS

### **MTO 1101 – Medical Terminology**

**1 Semester Credit/16 Clock Hours (16 Lecture Hours)**

Students will study medical terminology, medical vocabulary, and common terms used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes, and suffixes.

*Prerequisite: NONE*

### **APO 1301 – Basic Anatomy**

**3.2 Semester Credits/48 Clock Hours (48 Lecture Hours)**

This course investigates the structure and function of the human body. Topics covered will include the basic organization of the body and major body systems along with the impact of diseases on certain systems. The student will study cardiovascular, integumentary, urinary, musculoskeletal (primary skeletal), respiratory, nervous, digestive, reproductive, endocrine, eyes, ears, nose, and throat body systems.

*Prerequisite: NONE*

### **BMTO 1301 – Organizational Behavior in Healthcare**

**3.2 Semester Credits/48 Clock Hours (48 Lecture Hours)**

This course provides an overview of all departments in the hospital and the equipment associated with each department. The student will learn safety awareness as it pertains to the hospital, how to identify the various cultures in a hospital, regulations, and how to navigate the biomedical environment. The course will also cover career readiness, resume writing, and job interview techniques.

*Prerequisite: NONE*



**BMTO 1302 – Introduction to Computer Office Products**

**3.2 Semester Credits/48 Clock Hours (48 Lecture Hours)**

In this online course, the student will learn to identify and understand online and computer-based Microsoft office software training courses. The student will learn basic components of the following programs: Excel, Word, Access, Outlook, PowerPoint, Office XP, Adobe, WordPerfect, Presentations, Windows XP, and other business software and word processing programs.

*Prerequisite: NONE*

**BMTO 1303 – Introduction to Computer Networking**

**3.2 Semester Credits/48 Clock Hours (48 Lecture Hours)**

In this online course, the student will learn to identify how the Internet works, ranging from how bits are modulated on wires and in wireless to application-level protocols like BitTorrent and HTTP. This is an introductory course on computer networking, specifically the Internet. The course also explains the principles of how to design networks and network protocols. Students gain experience reading RFCs (Internet protocol specifications) as statements of what a system should do.

*Prerequisite: NONE*

**BMTO 1601 – Introduction to Electronic Circuits**

**6.4 Semester Credits/96 Clock Hours (96 Lecture Hours)**

The student will learn to identify and understand the principles of electricity, definitions of voltage, ohms, amps, and basic circuit analysis, including DC/AC, series, and parallel circuits. Electronic components and symbols will also be introduced, as well as analytic meters.

*Prerequisite: NONE*

**BMTO 1602 – Biomedical Equipment Technology**

**6.4 Semester Credits/96 Clock Hours (96 Lecture Hours)**

The student will learn the purpose and how to identify a variety of general medical equipment and test equipment. The student will also learn to perform a preventative maintenance inspection and be able to troubleshoot the five most common problems associated with each medical device.

*Prerequisite: BMTO 1303 and BMTO 1601*



## ASSOCIATE OF APPLIED SCIENCE DEGREE IN BIOMEDICAL EQUIPMENT TECHNOLOGY - IDL

1065 Clock Hours / 60 Semester Credit Hours

60 WEEKS/15 MONTHS

### PROGRAM DESCRIPTION

The Associate of Applied Science Degree in Biomedical Equipment Technology is an interactive distance learning program designed to prepare the student to seek a variety of entry-level positions in the healthcare technology and management field. Students undergo training in electronics and computer technology, with an emphasis on medical applications, operations, and procedures. The program includes instruction in instrument calibration, design, installation and testing, as well as safety, maintenance, and equipment repair procedures. The general education component of the program prepares students to think critically in preparation for taking on leadership positions in the field.

### PROGRAM OBJECTIVES

Students will garner the theoretical and practical knowledge necessary to work in the biomedical technology and healthcare technology management fields. The student will develop leadership skills and an understanding of policies that govern diagnosis centers, healthcare facilities, and modern hospitals. Students learn how to repair, calibrate, measure, and diagnose failures in medical equipment and biomedical instruments.

### PERFORMANCE OBJECTIVES

Students will learn how to apply basic engineering principles and technical skills to solve complex biomedical problems including how to properly maintain diagnostic and life support equipment in the health and medical fields; utilizing electronic and computer technology for medical equipment calibration, application, and testing; evaluating equipment policies and procedures; conducting safety and maintenance checks; and consulting and managing healthcare technology divisions within hospitals and healthcare organizations.

### CAREER OBJECTIVES

This program prepares students to work in positions, such as Biomedical Equipment Technician (maintenance and repairs), Specialized Equipment Field Service, and Medical Equipment & Instrumentation Technician. Also, Sales, Technical Support, Consulting, and Management.

O\*NET: 49-9062.00 / CIP Number: 15.0401



**College of Biomedical Equipment Technology**  
Building the Future Healthcare Technology Workforce

### CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

Upon completion of all requirements, the student will be awarded an Associate of Applied Science degree.

Student to Teacher Ratio for lecture and lab = 30:1, Externship = 1:1

### PROGRAM OUTLINE

Course Prefix &Title	IDL Lecture		IDL Lab		Externship		Total	
	Clock Hours	Credit Hours						
<b>GENERAL EDUCATION COURSES</b>								
COMM 1301 Business Professional Communication	45	3	0	0	0	0	45	3
HIST 1301 American History	45	3	0	0	0	0	45	3
MATH 1301 Everyday Mathematics	45	3	0	0	0	0	45	3
ENGL 1301 English Composition I	45	3	0	0	0	0	45	3
COMP 1301 Introduction to Computers	45	3	0	0	0	0	45	3
<b>Total Hours</b>	<b>225</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>225</b>	<b>15</b>
<b>CORE COMPONENT COURSE</b>								
BMET 1301 Professional Development	45	3	0	0	0	0	45	3
BMET 1302 Medical Terminology & Anatomy	45	3	0	0	0	0	45	3
BMET 1303 Networking Fundamentals I	45	3	0	0	0	0	45	3
BMET 1304 Introduction to Mechanical Systems	45	3	0	0	0	0	45	3
BMET 1305 Electronics I	45	3	0	0	0	0	45	3
BMET 1306 Healthcare Technology Management I	45	3	0	0	0	0	45	3
BMET 2301 Healthcare Technology Management II	30	2	30	1	0	0	60	3
BMET 2302 Healthcare Technology Management III	45	3	0	0	0	0	45	3
BMET 2303 Networking Fundamentals II	30	2	30	1	0	0	60	3
BMET 2304 Biomedical Equipment I	45	3	0	0	0	0	45	3
BMET 2305 Biomedical Equipment II	30	2	30	1	0	0	60	3
BMET 2306 Electronics II	30	2	30	1	0	0	60	3
BMET 2307 Advanced Medical Equipment Systems	30	2	30	1	0	0	60	3
BMET 2308 Biomedical Database Fundamentals	45	3	0	0	0	0	45	3
BMET 2309 Externship	0	0	0	0	135	3	135	3
<b>Total Hours</b>	<b>555</b>	<b>37</b>	<b>150</b>	<b>5</b>	<b>135</b>	<b>3</b>	<b>840</b>	<b>45</b>
<b>PROGRAM TOTALS</b>	<b>780</b>	<b>52</b>	<b>150</b>	<b>5</b>	<b>135</b>	<b>3</b>	<b>1065</b>	<b>60</b>



## COURSE DESCRIPTIONS

### **COMM 1301 - Business Professional Communication**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

The student will learn the importance of professionalism and proper communication in a healthcare setting; interacting with co-workers, recognize the cultural differences of members in an organization, and employ the appropriate communication strategies recognizing cultural diversity. Topics include how to interpret verbal and nonverbal messages with accuracy and effectiveness, build positive interpersonal relationships in the workplace, identify and overcome common obstacles in group meetings, create and deliver a business presentation, while at the same time anticipating and responding to questions that may arise. Emphasis is also placed on projecting and maintaining a professional image while interacting with clients and developing and studying situational approach methods.

*Prerequisites: None*

### **HIST 1301 - American History**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

The students will gain an understanding of the defining political, economic, social, and military events shaping United States history from 1890 to present. The course examines significant historical events through the lens of the military Veteran to gain a better understanding of their influence, in war and peace, and in shaping the history of the United States, and the experience of military Veterans during historical events that shaped the United States history from 1890 to present. The course concludes with a capstone exercise that requires students to conduct independent research and develop a research paper with the prompt, "The role and impact of military Veterans in shaping United States history, 1890 to present."

*Prerequisites: None*

### **MATH 1301 - Everyday Mathematics**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

The student will learn mathematical concepts designed to develop basic application skills. The course focuses on graph theory, introduction to statistics, linear regression, probability, voting systems, fair division and apportionment, identification numbers, encryption, patterns, and finance models. Also, the course will implement the computation and conversion of whole numbers, fractions, decimals, and square roots. The lessons that make up this course are filled with practical exercises, and information students can put to immediate use as a BMET.

*Prerequisites: None*



**College of Biomedical Equipment Technology**  
*Building the Future Healthcare Technology Workforce*

**ENGL 1301 - English Composition I**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

This course introduces the fundamentals of academic writing and the composition process, to include drafting, revising, and editing coursework and observing the appropriate grammatical, mechanical, and stylistic conventions. Also, the course topics will focus on the visual analysis, oral presentation, and communicating through the composition process, while implementing the mechanics of writing utilizing a wide range of sources.

*Prerequisites: None*

**COMP 1301 - Introduction to Computers**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

This course is designed to strengthen the students understanding and working knowledge of personal computer hardware, software, application, and communication networks. Topics include developing essential operating systems skills, including how to use, setup, configure, troubleshoot, and maintain a current microcomputer operating system. Also, use and configure essential office applications to develop training and maintenance plans to present new technical advancement to educate end users and advancing familiarity with Information Technology and definitions used in the BMET Field.

*Prerequisites: None*

**BMET 1301 - Professional Development**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

The student will learn how to develop professional skills related to the Healthcare Technology Management field. The course emphasizes the development of skills for career success, professional expectations, communication, time management, problem-solving, and ethical use of resources. Also, the course emphasizes how strengthening resumes and expanding upon the importance of networking and communicating with contacts within the BMET career field can lead to successfully obtaining employment. This course requires the completion of a developed resume, and assistance with the use of social networking if applicable.

*Prerequisites: None*

**BMET 1302 - Medical Terminology & Anatomy**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

Medical Terminology & Anatomy is a 6-week course designed to introduce and strengthen the student's basic knowledge of the bone structures and the main systems of the human body and the language of medicine. Utilizing a systems approach, the course will focus on basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Also, the course will define, interpret, and pronounce medical terms relating to structure and function, diagnosis, clinical procedures of the healthcare system as they correlate with equipment repair, calibration, and preventive maintenance.

*Prerequisites: None*



**College of Biomedical Equipment Technology**  
Building the Future Healthcare Technology Workforce

**BMET 1303 - Networking Fundamentals I**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

This course is designed course designed to strengthen the students understanding of basic networking concepts and terminology. Students will develop an understanding of local area networks (LAN), wide area networks (WAN), the internet, security, cabling, and applications as it relates to networks. The student will learn the components and topography of local area networks and networking standards; how to configure routers, switches, and wireless devices; features and benefits of wireless devices and virtual LANs. Students will develop a solid foundation in the field of networking, master the competencies, terminologies, and practical applications of networking.

*Prerequisites: COMP 1301*

**BMET 1304 - Introduction to Mechanical Systems**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

The student will learn about electric motor operation, selection, installation, control, and maintenance. Topics will include; protection against electrical shock, electric motor wiring and block diagrams, motor transformers, motor control devices, the construction and operation of direct current and alternating current motors, electric motor circuits, motor control electronics, adjustable speed drives, and programmable logic circuits.

*Prerequisites: MATH 1301*

**BMET 1305 - Electronics I**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

The student will learn about transistor and amplifier theory, circuitry, and applications. Topics will include the construction, workings, and applications of diodes, bipolar junction transistors, field-effect-transistors, thyristors, and operational amplifiers. This course will also teach the student how these topics will be applied with applications, including The Coulter Principle, impedance, and VCS technology as they relate to equipment repair, calibration, and preventive maintenance.

*Prerequisites: MATH 1301*

**BMET 1306 - Healthcare Technology Management I**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

The student will study healthcare systems, the roles, and responsibilities of clinical technicians in healthcare systems, how they impact the BMET field, and the value they add. The course will explore the foundations of Healthcare Technology Management (HTM) by presenting topics such as managing medical equipment, logistical acquisition, scheduling preventative maintenance, handling corrective maintenance, prioritizing levels of repairs, and the disposal of the equipment after it has reached the end of its lifecycle. Also, the course provides the identification of critical information needed to distinguish the difference between BMET standards, regulations, and guidelines that will assist the student as he enters the HTM industry regarding the lifecycle guidelines and limitations of the medical equipment they manage.

*Prerequisites: BMET 1302*



## College of Biomedical Equipment Technology Building the Future Healthcare Technology Workforce

### **BMET 2301 - Healthcare Technology Management II**

**3 Semester Credit Hours (30 lecture, 30 lab, 0 ext.)**

The student will learn advanced management concepts of motivating, leading, communicating, and establishing workgroup and teams. The course details management roles and environments, planning techniques, and control and evaluation methods to achieve project objectives and meet department deadlines. Topics include roles and responsibilities, project management definitions and planning, project management tools, resource allocation, and risk management. Also, the course emphasizes forecasting demand, organizational capacity and location planning, inventory management, the scheduling of projects, and the importance of quality assurance, and control.

**Prerequisites:** BMET 1306

### **BMET 2302 - Healthcare Technology Management III**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

The student will learn about the certification options for the BMET industry and how to prepare for testing. This course provides students the opportunity to apply the knowledge acquired in their degree program to advanced, real-world situations utilizing case-study simulation, a problem identification and resolution format, and a capstone project. The goals of the course will focus on a product which will reflect the student's ability to analyze and synthesize a resolution and examine in detail a Career field problem as a unique and original piece of research. These projects focus on research, critical analysis, assessment, and validate all aspects of the degree coursework. The course emphasizes engaging problems and proposing solutions and with viable outcomes.

**Prerequisites:** BMET 2301

### **BMET 2303 - Networking Fundamentals II**

**3 Semester Credit Hours (30 lecture, 30 lab, 0 ext.)**

This course expands the student's knowledge of network media, topographies, protocols, and standards. Students develop an understanding of local area networks (LAN), wide area networks (WAN), the internet, security, cabling, and applications as it relates to networks. The student will learn the components and topography of local area networks and networking standards; how to configure routers, switches, and wireless devices; features and benefits of wireless devices and virtual LANs. Students will develop a solid foundation in the field of networking, master the competencies, terminologies, and practical applications of networking.

**Prerequisites:** BMET 1303

### **BMET 2304 - Biomedical Equipment I**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

This course introduces students to the hierarchy of statutes, regulations, standards, including accreditation standards, and hospital policies for healthcare equipment management and safety. The course focuses on performing extensive equipment testing to verify conformity with national standards and manufacturer's specifications; and learn standard practices for electrical safety testing, HTM, and medical ethics. Also, the course introduces the equipment management principles that maximize the life span and minimize life-cycle costs as a BMET employs and



## College of Biomedical Equipment Technology Building the Future Healthcare Technology Workforce

troubleshoots facility equipment while emphasizing resource and chemical use management.

**Prerequisites:** BMET 2306

### BMET 2305 - Biomedical Equipment II

**3 Semester Credit Hours (30 lecture, 30 lab, 0 ext.)**

The student will learn about troubleshooting various types of equipment that are commonly used at most medical facilities. The course will guide the student through the most common problems that can arise with a particular piece of equipment, teach the student how to resolve the issue, and how to conduct preventative maintenance to prevent failure in the future correctly. The course will utilize operator/user manuals and service manuals to the discussed equipment and familiarize them with how to read and navigate the manuals for proper troubleshooting techniques. The final research assignment they will comprise field research on specific pieces of medical equipment such as: obtaining the service manual, obtaining pricing on a new unit, obtaining the end of life of the equipment, finding third party repair vendors, obtaining repair costs and turnaround time. The final assignment will strengthen the students' understanding of the day-to-day process of a BMET and will allow them to go to work at any facility with minimal training.

**Prerequisites:** BMET 2304

### BMET 2306 - Electronics II

**3 Semester Credit Hours (30 lecture, 30 lab, 0 ext.)**

The student will learn about digital theory, including fundamental gates, numbering systems, and simplification techniques used for the implementation of digital circuitry. The course covers fundamental gates, numbering systems and simplification techniques used for the implementation of digital circuitry, as well as different IC specifications and interfacing problems found between different families of digital logic. The latter portion of the course focuses on the different digital codes, seven segment displays, and flip-flops with emphasis placed throughout the course on schematic interpretation, nomenclature, and troubleshooting. Sophisticated programmable logic devices are discussed throughout this course.

**Prerequisites:** BMET 1305

### BMET 2307 - Advanced Medical Equipment Systems

**3 Semester Credit Hours (30 lecture, 30 lab, 0 ext.)**

In this course, the student will be introduced to more advanced systems that could be utilized at a medical facility. Most of the equipment presented in this course requires an advanced level of training or certification from the manufacturer before preventative maintenance or repairs will be made. It is beneficial to the student to have exposure to these systems in the event they would like to continue their education to specialize in the repair of these systems. The equipment that will be presented to the student will be anesthesia machines, ventilators, radiology equipment, ultrasounds, lab equipment, dialysis machines, and more. In this course, principles of operation and basic repairs will be learned, covering functional concepts, operation, calibration, troubleshooting, and preventive maintenance.

**Prerequisites:** BMET 2304



**College of Biomedical Equipment Technology**  
*Building the Future Healthcare Technology Workforce*

**BMET 2308 – Biomedical Database Fundamentals**

**3 Semester Credit Hours (45 lecture, 0 lab, 0 ext.)**

The student will learn and explore a variety of commonly used databases in the healthcare technology industry and how to utilize them for tracking equipment status, creating and generating scheduled work orders for preventative maintenance, tracking equipment repairs and incident reports, uploading and managing service contracts, and handling corrective maintenance requests. The student will be shown how to manipulate the database in order to run specific reports in order to ensure deadlines and performance goals are met, and expiring contracts are handled promptly.

*Prerequisites: COMP 1301*

**BMET 2309 - Externship**

**3 Semester Credit Hours (0 lecture, 0 lab, 135ext.)**

This course provides students with an opportunity to put theory and knowledge to work and to develop BMET skills in a real-world environment. Students will work with an approved Externship Supervisor and a CBET Externship Coordinator throughout the externship experience. The student will shadow the Externship Supervisor or designee and perform preventive maintenance, electrical safety analyses, and minor repairs on selected pieces of medical equipment. Additional requirements are outlined in the Externship Guide.

*Prerequisites: BMET 1302, 2304, 2305, and 2306*



## SEMINARS

### CompTIA A+

40 Lecture Clock Hours

#### SEMINAR OBJECTIVES

This program is designed to help students prepare for the CompTIA A+ Certification Exam. This seminar covers the following topics: Acronyms, Hardware, Networking, Mobile Devices, Hardware & Network Troubleshooting, Windows Operating System, OSX Operating System, Linux Operating System, Security, Software Troubleshooting, and Operational Procedure.

#### SEMINAR DESCRIPTION

This seminar covers the following topics:

- 4 Hours: Hardware
- 5 Hours: Networking
- 3 Hours: Mobile Devices
- 5 Hours: Hardware & Network Troubleshooting
- 4 Hours: Windows Operating System
- 3 Hours: OSX Operating System
- 3 Hours: Linux Operating System
- 3 Hours: Security
- 3 Hours: Software Troubleshooting
- 5 Hours: Operational Procedures
- 2 Hours: Acronyms

#### CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded upon successful completion of the seminar.

### CompTIA NETWORK+

40 Lecture Clock Hours

#### SEMINAR OBJECTIVES

This program is designed to help students prepare for the CompTIA Network+ Certification Exam. This seminar covers the following topics: Acronyms, Network Architecture, Network Operations, Network Security and Industry Standards, Practices, and Network Theory.

#### SEMINAR DESCRIPTION

This seminar covers the following topics:

- 8 Hours: Network Architecture
- 8 Hours: Network Operations
- 8 Hours: Network Security
- 12 Hours: Industry Standards, Practices, and Network Theory
- 4 Hours: Acronyms

#### CREDENTIAL AWARDED UPON COMPLETION/GRADUATION

A Certificate of Completion will be awarded after successful completion of the program.



## SEMINAR REFUND POLICY

### CANCELLATION POLICY FOR PROGRAMS OF 40 HOURS OR LESS

The College reserves the right to cancel any program or course for which there is insufficient enrollment. All tuition and fees related to the program/course will be returned to the student if there is a cancellation.

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed.

### REFUND POLICY FOR PROGRAMS OF 40 HOURS OR LESS

1. Refund computations will be based on the period of enrollment computed on the basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of:
  - a. the last date of attendance; or
  - b. the date of receipt of written notice from the student.
3. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
4. A full refund of all tuition and fees is due in each of the following cases:
  - a. an enrollee is not accepted by the College;
  - b. if the seminar of instruction is discontinued by the College and thus prevents the student from completing the seminar; or
  - c. if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the College, or misrepresentations by the owner or representatives of the College.

### REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the College or college who withdraws from the College or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. if tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of



- the original tuition, fees, and charges for books for the program; or
3. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
- a. satisfactorily completed at least 90 percent of the required coursework for the program; and
  - b. demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refunds will be consummated within 45 days after the effective date of determination.

### INDEMNIFICATION

The student releases and holds harmless CBET, its employees, agents, and representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage which may be suffered by the student from any cause while enrolled in College. Other grievance procedures: this provision is in addition to any grievance procedure specifically provided for by statute or rule to the extent that the claims are within the scope of such statute or rule.

### DISCLOSURES

This student catalog is designed to provide you with information regarding your education at CBET, student services, course descriptions, grading, policies, and procedures for the College. Our goal is to provide you with the most accurate and current information; however, we do make changes in our policies and procedures to improve the service provided to you. If a change is made, we will inform you promptly.

The information contained in this catalog is true and correct to the best of my knowledge.

Richard L. "Monty" Gonzales, M.A.  
School Director, College of Biomedical Equipment Technology